

Who we are and what we do:

The Tennessee Department of Health (TDH) has seven regional offices located across Tennessee; each of these are responsible for assisting county health departments within their jurisdiction.

TDH provides staff members for the 24 Health Professional Boards, three committees, two councils and four registries responsible for the licensures and regulation of more than three dozen health and medical professions within Tennessee.

TDH's mission is to protect, promote and improve the health and prosperity of people in Tennessee.

Key Competencies for this role:

Functional expert –has knowledge of processes and products

Influencer- relates to people, builds relationships, effectively presents arguments

Results seeker- meets deadlines, identifies actions, achieves goals

Innovator- thinks creatively, anticipates changes, produces solution

Adaptor-stays calm under pressure and handles criticism well



Director of Procurement Management Office

Job Overview:

The Tennessee Department of Health's (TDH) Division of Administrative Services (DAS) is seeking a Director for its Procurement Management Office. This executive service position reports directly to the Deputy for the Division of Administrative Services and serves as the department's Chief Procurement Officer.

This position directs the department's statewide contracting, purchasing, and facility improvement processes. Responsibilities include the direct supervision of three employees (the Director of Service Procurement, the Director of Goods Procurement, and the Director of Facilities Management) as well as the supervision management of seventeen indirect reports. Qualified candidates should have proficient knowledge of the health industry and Tennessee state government procurement processes.

Comparing all Executive Branch Departments, the Tennessee Department of Health has the second largest contract volume. TDH processes more than 800 base contracts annually including the review of more than 600 grants for a maximum liability of nearly \$450 million dollars. The Director of the Procurement Management Office is the department's primary liaison for all procurement activity conducted between the Department of Health and the Tennessee General Assembly's Fiscal Review Committee (FRC), the State Building Commission, and the Department of General Services (namely the Central Procurement Office (CPO) and the State of Tennessee Real Estate Asset Management (STREAM) Division). In addition, this position serves to continuously analyze TDH's procurement operations to provide strategic alignment, improved competitive procurement, and to engage the Directors of the Service Procurement, Goods Procurement, and Facilities Management & Procurement in continuous improvement.

Salary Range: \$66,276-92,772

Key Responsibilities:

Supervise the day-to-day operations of Service Procurement, Goods Procurement, and the Facilities Management & Procurement, including directing the workload and timely completion of competitive and non-competitive procurement of goods and services, as well as providing project management of facility improvements.

Develop key performance metrics, run queries, and reports on performance.

Represent the department before official bodies such as the Tennessee General Assembly, the Fiscal Review Committee, and the State Building Commission to respond to inquiries over competitive and non-competitive procurement. Review the Contract Management Plan to determine competitive and non-competitive procurements which meet the criteria for Fiscal Review Committee (fee-for-service, sole-source, greater than 12 months, and equal to or greater than \$250K) or the State Building Commission (construction and renovation projects in excess of \$100K)

Lead the department's monthly status meeting with DGS' Central Procurement Office and STREAM Division to identify barriers towards efficient and effective purchasing, contract execution, and facility improvement.

Minimum Qualifications:

At minimum, graduation from an accredited college or university with a Bachelor's Degree in Business Administration and two years of professional full-time experience in either government contract review or competitive and non-competitive procurement in Tennessee State Government.

To apply:

Please send resumes to Darla Powell (o): (615) 741-6936

(f): (615) 253-1998 darla.powell@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.